

**Nationwide ARNG Active Guard/Reserve AGR Job Opportunity Vacancy
STATE OF WYOMING MILITARY DEPARTMENT
Office of the Adjutant General
5800 Central Avenue
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Position Title:	Medical Care Provider
Announcement No:	16-A102
Opening Date:	02 February 2016
Closing Date:	02 March 2016
Maximum Grade:	MAJ / O-4
Minimum Grade:	CPT / O-3
DUTY MOS:	61N or completed the Flight Surgeon Course (See Special Requirements)
Security Clearance:	SECRET
Unit/Duty Location:	Joint Force Headquarters, DCSPER, Cheyenne, Wyoming
Female Asg Elig:	Females are eligible to apply
Nominating Official:	LTC Henry Cudney, DCSPER

2. Must be a current member of or eligible to transfer to the Wyoming Army National Guard.

3. All applicants must submit to the Human Resources Office (HRO) all of the documents listed under the "Instructions for Applying" section. Individual must possess a SECRET clearance prior to submitting application package to HRO, or must obtain a SECRET clearance within one year from date of selection. Failure to obtain or maintain a Secret clearance will result in removal from the AGR program. Must meet eligibility criteria as prescribed in NGR 600-5 and AR 135-18. Must meet any special requirements as specified on the Job Vacancy Announcement.

4. Initial AGR tour is probationary and will not exceed 3 years. Per WYMD 335 MPP, all WY ARNG AGR Initial AGR Tours will be for 36 months upon being awarded the duty MOS or 36 months if already DMOSQ for the position being occupied. Except in the event of mobilization or force structure changes; reassignment within the first 18 months requires prior approval of NGB-ARM (NGR 600-5, 2-6f.) These timelines apply to lateral (or like graded and MOS/AFSC positions) reassignments only and will not be applied to promotion opportunity reassignments.

5. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100

determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).

BRIEF POSITION DESCRIPTION

Functions as the full-time medical doctor supporting the medical readiness activities for the entire WY ARNG. Duties include but are not limited to: Medical doctor required for Incapacitation Pay (INCAP) board proceedings, eProfile input, review, and approval, Line of Duty (LOD) review and input, Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB) packet review and military medical doctor input as required, Warrior Transition Unit packet review and military medical doctor input as required. Develop policy and procedures to sustain and improve WY ARNG medical readiness for State Surgeon review and approval. Provides aviation flight medicine support to full-time crewmember staff. Assist with scheduled PHAs during IDT periods when they do not conflict with M-Day Flight Surgeon responsibilities. Maintains flight status and remain assigned to a flight surgeon slot within the WY ARNG. Maintains positive control of flight medical status of aviation rated and non-rated crew members within the WY ARNG. Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS

- 1. Must be a current member of or eligible to transfer to the Wyoming Army National Guard.**
- 2. Must currently possess 61N or completed the Flight Surgeon Course and capable of receiving the 61N MOS.**
- 3. Upon selection for the position incumbent must maintain flight status to remain in position once selected and remain assigned to a flight surgeon slot within the state.**
4. Must meet Physical Fitness Standards. Applicants must provide a DA form 705 dated within the past 12 months. Physical Fitness Training and testing will be ongoing.
5. Army National Guard members must meet physical qualifications outlined in AR 40-501, Chapter 2 medical exam must be completed prior to entry on AGR Tour.
6. New AGR Accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the organization.
7. Must meet any Special Requirements as specified on Position Description.
8. Must possess or be able to obtain SECRET security clearance. Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
9. Members on the Army Body Composition Program AR 600-9 are ineligible for entry into the AGR Program. Members must meet the weight requirements at the time they are placed in the AGR program.
10. Must be eligible to complete a minimum of five (5) years in AGR status immediately prior to his/her mandatory separation date, or prior to completing 18 years of Active Federal Service.
11. Must not have been previously separated for cause from active duty.
12. Must not have been separated from a previous AGR tour within the past 12 months.

13. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting documents to:

**Wyoming Military Department
Human Resources Office - AGR
5800 Central Avenue
Cheyenne, WY 82009-3320**

All required forms must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms applicants may attach additional documents such as DD Form 214, completion of Training certificates, Letters of Recommendations/Endorsements, Etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor. Copies are acceptable.** The following forms and documents are required:

- **Cover letter**
- **Resume**
- **DA Photo** – taken within the last 24 months
- **NGB Form 34-1** Application for Active Guard/Reserve (AGR) Position dated **11 Nov 2013**: Form may be found using the following url: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm . Provide continuation paper as needed; pay particular attention to Section IV and the requirement to fully explain “yes” answers; form must be signed and dated. A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. Form must be signed and dated.
- **DA Form 5500 or 5501-R**; Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.
- **RCAS Generated Height / Weight Printout (Weight Control History)**: Individual Record of Weight Control/Progress dated within last 6 months as of the closing date of the announcement.
- **DA Form 705 – Army Physical Fitness Scorecard**: Must be current within 12 months as of the closing date of the announcement.
- **ORB**: Personnel Qualification Record or ORB must show current MOS/Branch data, security clearance status
- **NGB Form 23/23A**: ARNG current Annual Retirement Points Accounting Statement.
- **MEDPROS Medical Readiness printout OR Periodic Health Assessment (PHA)**: current within 12 months as of the closing date of the announcement.
- **Last 5 OERs**: If less than 5, submit what is available. **A letter of recommendation or performance statement from the applicant’s military supervisor must be submitted by applicants not requiring an OER or those having less than five evaluations on file.**
- **DA FORM 1059 signifying completion of Flight Surgeon Course.**

- **SF 181:** Race and National Origin Identification Form.

NOTE: It is the responsibility of the individual Soldier applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical. Soldier must fully document any qualification, which may be waived IAW AR 135-18 or NGB 600-5.

SPECIAL REQUIREMENTS

- **Must be a current member or eligible to transfer to the Wyoming Army National Guard.**
- **Must currently possess 61N or completed the Flight Surgeon Course and capable of receiving the 61N MOS.**
- **Upon selection for the position incumbent must maintain flight status to remain in position once selected and remain assigned to a flight surgeon slot within the state.**
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT)
- Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
- Knowledge of the organization and mission of the Civil Support Team and Defense Support to Civil Authorities is desired.
- Applications must be received in HRO by close of business on the closing date of the announcement.
- Acceptance of permanent AGR position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will not be accepted, except for individuals currently deployed.
- Do not submit applications in file folders, binders, etc...
- We do not return applications.

Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources Office Points of Contact: CW3 Nathan Galloway – 772-5220, SSG Adrienne Gibbs – 772-5943 or SSG Katie Upton – 772-5227, E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil